

Members Present: Sloan, Kent, Petty

Absent:

Others Present: Mayor Nelson, Adm. Bradley, Clerk Zeman, J. Ostrander, T. Pinion, W. Peterson, P. Cannon, M. Schauf, L.Laux

Call to Order –Ald. Sloan called the meeting to order at 5:45p.m. noting compliance with the Open Meeting Law. Moved by Petty, seconded by Sloan to approve the amended minutes of November 9, 2021 by correcting the word “municipalities” under action item “C”. Motion carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Petty, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,088,537.69**. Motion carried unanimously.
- b) **Towing Contract** – Chief Schauf explained that the City enters into a contract for towing services. Obviously the police department is the largest consumer of this service; however, several years ago we started making sure that the contract would cover other city needs such as PW trucks and any FD needs. Craig’s is a relatively new vendor to the area and was not considered last time because he did not have the ability to tow heavy trucks. Craig’s has enhanced their fleet and now have the ability to tow and/or manipulate any of the equipment the City has. Five proposals were sent out to local vendors and only two bids were received. Both firms submitted the exact same amount. It was reviewed and recommended by the Public Safety Committee to recommend awarding the contract to Craig’s Towing for a 3-year contract. Moved by Kent, seconded by Petty to recommend to Council for approval of the three-year contract with Craig’s Towing for the police department towing contract. Motion carried unanimously.
- c) **Water Tower** – W. Peterson noted that this is a 2022 project that was bid early because of some concern that some of the painting contractors would have their schedules filled by early Spring. A total of 7 bids were received. LC United came in with the low bid, under budget, and has history here in Baraboo because they painted the Mine Street tower. Moved by Petty, seconded by Kent to recommend to Council approving the Base Bid of \$448,300 and Alternate Items of \$33,580 for the Rehabilitation of the Hwy A Water Tower in the total amount of \$481,880 and award the contract to the lower bidder, LC Unite Painting. Motion carried unanimously.
- d) **Civic Center Lease** – Adm. Bradley noted that one slight change to the contract is removing the 2% COLA; this has been reviewed by the City’s legal counsel. Moved by Kent, seconded by Petty to recommend to Council to approve entering a lease with the Wisconsin Department of Administration for office space rental for department of Natural Resources staff at the Civic Center Room 10. Motion carried unanimously.
- e) **Weights & Measures** – The Committee reviewed the 2021 Annual Weights & Measures assessments. This is an annual contract with the State to provide these services; local businesses are then responsible for paying for this service based on the number of devices and inspections completed. Moved by Petty, seconded by Kent to recommend to Council approving the Weights & Measures for 2021. Motion carried unanimously.
- f) **Assessor Services** – B. Zeman explained that our current contract with Tyler Technologies, Inc. is set to expire on December 31, 2021. The clerk’s office sent out proposals to five different firms, only two proposals were returned. A committee of five staff, including one alderperson reviewed the proposals. Staff on the review committee had worked with both firms; however, given the difference in price, it was recommended that we go with Accurate Appraisal, LLC for a maintenance contract of 3 years.

Moved by Kent, seconded by Petty to recommend to Council approving the agreement with accurate Appraisal, LLC for assessor services for 2022-2024 for the amount of \$29,900 annually. Motion carried unanimously.

- g) **Tax Incremental Finance (TIF)** – Adm. Bradley explained that there were some errors in the filing of the TIF assessed values, primarily in TIF #8. What was initially being proposed is possible closing TIF #6, #8, and #9. We can no longer close TIF #8 because of a mess up in the evaluation. TIF #6 includes Wal-Mart and because we were not able to get the appraisal value in this year, we will hold off on closing TIF #6. All of the increment in TIF #6 will pay off the debt for TIF #8. TIF #9 will be paid off by the excess revenue in TIF #6. The last expenditure period for TIF #9 is December 31, 2022; at this time, it's pointless to continue operating TIF #9 because it does not generate any revenue. Motion by Petty, seconded by Kent to recommend approving the 2022 TIF reports for the City's Tax Incremental Districts.

- h) **2022 Budget**- The Committee reviewed the following 2022 Budgets:

1. Alma Waite in the amount of \$12,696.
2. Airport in the amount of \$1,013,008.
3. Community Development Authority:
 - a. Donahue Terrace Apartments
 - b. Corson Square Apartments
 - c. City Admin Building Fund
 - d. Community Dev. Block Grant
 - e. Façade Improvement
 - f. Revolving Economic Dev.
 - g. Library Building Fund
 - h. TIF Incentive Fund
 - i. Capital Catalyst
4. Sanitary Sewer Utility in the amount of \$1,529,486 and set user charges accordingly.
5. Water Utility in the amount of \$2,136,073
6. Stormwater Utility in the amount of \$704,613
7. Tax Incremental Finance (TIF) Funds for the City's Tax Incremental Districts.
8. Funds with sources of revenue other than levy:
 - a. Taxi
 - b. Street Lighting
 - c. Park Impact/Development
 - d. Library Impact Fees
 - e. Police Impact Fees
 - f. Fire Impact Fees
 - g. Lead LSL Funds
 - h. Disaster Aid (ARPA)
 - i. Fire Equipment Replacement
 - j. Emergency Mgmt. Equipment Fund
 - k. Police Capital Equipment
 - l. Public Works Capital Equipment
 - m. General Gov't/IT Capital Equipment
 - n. Park Capital Equipment
 - o. Park Amenities Capital
 - p. Liability Insurance
 - q. Unfunded Pension Liability
 - r. UW Campus
 - s. Kuenzi Estate
 - t. Library Segregated
 - u. Library Building Fund
 - v. Park Segregated
 - w. Oschner Park House
 - x. Firefighters Retirement Fund
 - y. Friends of the Library
9. Business Improvement District budget for \$47,900 and assessments to be levied.
10. Tax levy for \$8,999,901 and adopt the 2022 City budget for a total of 17,822,289.

Motion by Petty, seconded by Kent to approve the 2022 budgets as a slate, item 1 through item 10, and recommend to Council for action. Motion carried unanimously.

Information Items

- a. Finance Director J. Ostrander gave an update on the City's contribution for the 2021 Shared Ride Service, Baraboo Transit.

Adjournment – Moved by Kent, seconded by Petty and carried to adjourn at 6:44pm.
Brenda Zeman, City Clerk